



**Springfield Partners for Community Action  
Board of Directors Meeting  
Thursday, January 27, 2022**

*Meeting was convened via Zoom at 12:05 p.m. First Vice President Seneida Torres presided due to the untimely death of Chair Sophia Jeffery.*

**Present:** Ana Andino, Sylvia Bethea, Murielle Gatewood, Robert “Cee” Jackson, Michael King, Maria Perez, James Rhodes, Grayce-Lynda Sypteras, Christy Torres, Seneida Torres

**Absent:** S. Jimenez, R. Mills, D. Rodriguez, B. McClusky

**Excused:** C. Santana

**Staff:** Paul Bailey, Cicily Corbett, JC Schnabl, Patricia Wilson, Bernard Yankson

**Guest:** Naomi Aina, Thomas Dowling

**PRAYER:** Elder James Rhodes

**I. ACCEPTANCE OF MINUTES:**

Minutes for December 9, 2021 were reviewed. A motion to accept the minutes as written was made by R. Jackson and seconded by A. Andino. The motion carried.

**II. SUB-COMMITTEES:**

**FINANCE COMMITTEE:**

Thomas Dowling and Naomi Aina from the accounting firm Whittlesey presented the results of our FY2021 audit. As in prior years, we received an audit opinion of “unmodified” (the financial statements present a true and fair view). Only very slight adjustments are necessary. We have a surplus of \$219,582 from one-time funding. We received a PPP loan which was partially forgiven; we have 4-5 years to pay back the balance. Our net increase in total revenue was \$1,733,876. We show good consistency over the last five years, even with COVID. “No material weaknesses or significant deficiencies noted” despite employee turnover and COVID. UFR (Uniform Financial Report) is being prepared and will be ready in time for 2/15 filing. 990 is also being prepared (may be late). Deadline is 2/15/22. Some suggestions were made concerning cybersecurity, staff retention, and succession planning. M. King thanked auditors for another good audit. S. Torres asked if the COVID funding would need to be paid back. T. Dowling explained that only the PPP

loan would, ultimately. Finance Committee report: the finance committee will meet again in early February to get caught up.

**A motion to accept the audit as presented was made by R. Jackson and seconded by M. Perez. The motion carried.**

**EXECUTIVE COMMITTEE:**

No Report

**PLANNING COMMITTEE:**

No Report

**PERSONNEL COMMITTEE:**

Committee Chair M. Perez gave the floor to P. Bailey to discuss his goals for 2021. M. Perez explained that the committee needed member evaluations by 2/4 so they could finish the evaluation (she will resend form to all board members).

**A motion to accept the personnel committee report as presented was made by A. Andino and seconded by R. Jackson. The motion carried.**

**MEMBERSHIP COMMITTEE:**

Committee Chair A. Andino presented the proposed slate of officers: President: R. Jackson; Vice-president: S. Torres; 2<sup>nd</sup> Vice-president: A. Andino; Treasurer: M. King; Secretary/Clerk: M. Perez. C. Corbett pointed out that the next item on the agenda, a change to the agency bylaws Sec. 5.3a regarding term limits, had not yet been approved (bylaws committee is recommending that term limits be abolished), and that most of the aforementioned officers had reached their term limits.

**A motion to accept the slate as presented contingent upon the bylaws being so modified was made by C. Torres and seconded by S. Bethea. The motion carried.**

**BY-LAWS COMMITTEE:**

Committee Chair J. Rhodes said that the committee had met on January 15 to discuss changes proposed by Attorney K. Moore and Planning Coordinator C. Corbett, as well as the elimination of Sec. 5.3 (a): “No persons elected to serve as an officer of the board may serve more than two consecutive one-year terms in that office without a one-year absence from that office; i.e., a person may serve as vice president for two terms, get elected to another office position for one year and then be reelected to the vice-president position.” A document enumerating all the proposed changes, which had been included in the board packet, was shared on screen and discussed. The committee believes experienced officers should be allowed to continue to serve. There was some discussion of Atty. Moore’s recommendation to add a provision that conflict of interest statements be signed yearly by all board members. C. Corbett explained that our organizational standards only mandate signatures every two years. The committee recommends making it two years, and other members agreed. It would be helpful if electronic signatures were an option. C. Corbett will check to make sure it is permitted. She will make the approved changes to the bylaws document and have the latest version sent to members along with “receipt of bylaws” and “conflict of interest” signature documents.

**A motion to accept the recommendations of the bylaws committee was made by M. Perez and seconded by R. Jackson. The motion carried.**

### **III. EXECUTIVE DIRECTOR REPORT:**

P. Bailey presented the Executive Director's report. He announced that Springfield Partners had received a continuation grant from HUD in the amount of \$16,250 for the Housing Counseling program, as well as \$25,650 from the City of Springfield to install new windows and heating system in our Early Learning Center. We are still working with Springfield Works. P. Bailey sits on the board and we provide financial literacy and cliff effect workshops. We will be looking to the planning committee to help with that and with other items. He also explained that COVID has caused disruption in our Early Learning Center. However, we only had to close one classroom and that is about to reopen. We have 67 enrolled and one pending. Around one or two teachers a week are contracting COVID. The director is enrolled in learning "group testing." COVID is not much of a problem in our upstairs offices. VITA started on Monday and we have already served 65 customers. We are looking forward to another good year. The planning committee needs to reconvene to decide how we should be spending our money and concerning meeting organizational standards. S. Torres said she would like to be on the planning committee. P. Bailey thanked the committees and his staff. R. Jackson would like names and descriptions of all committees.

**A motion to accept the Executive Director's report as presented was made by R. Jackson and seconded by C. Torres. The motion carried.**

### **IV. NEW BUSINESS**

C. Corbett presented the first quarter program report, which compares targets for each program with actual outcomes. In most areas we are within 20 percent above or below our target; any lower numbers may be attributed to staffing or funding issues.

**A motion to accept the first quarter program report as presented was made by R. Jackson and seconded by S. Bethea. The motion carried.**

### **V. UNFINISHED BUSINESS**

C. Corbett explained that a minor change in wording to the document destruction section of the Fiscal Manual (pp. 24ff), as requested by DHCD at our triennial review last spring, needed board approval. A document that had been included in the board packet, showing the exact changes, was shared on screen and discussed. No objections were voiced to this change.

**A motion to accept the change in the Fiscal Manual as presented was made by S. Bethea and seconded by A. Andino. The motion carried.**

### **VI. ADJOURNMENT**

Before adjournment, S. Torres gave the gavel to R. Jackson and congratulated him on his new office.

**Motion to adjourn made by J. Rhodes and seconded by S. Bethea. The motion carried.**  
*Meeting adjourned at 1:34 p.m.*